



Director of PE & School Sport

ADVERT & JOB DESCRIPTION

KINDNESS HONESTY RESPECT

DIRECTOR OF PE & SCHOOL SPORT

Required from August 2021

Payscale: L6 - L9

Hopefully, by now you will have realised that we take PE and school sport very seriously at UCC. We are very excited about the opportunity to appoint an inspirational and highly motivated leader who will evolve our excellent provision onto the next level.

We are seeking someone who is not only passionate about the power of PE and sport, but someone who works with an unwavering moral imperative to secure the best possible provision for young people, alongside developing colleagues and supporting growth and continual improvement with everyone they work with.

The successful candidate will be a superb role model for young people and UCC colleagues; someone who inspires a lifelong interest and participation in sport and physical activity. We are seeking someone who has the requisite leadership experience to successfully lead colleagues within the PE department and deliver a vision that has a strong ethical foundation, and which is aligned with the UCC values.

We want to appoint a leader who will deliver an authentic, long term and sustainable strategy of continual growth and improvement within our PE and school sport provision. If you believe you have the vision, skills and experience, and if your personal values align strongly with those of our school, we would love to speak to you about this exciting vacancy.

If you would like to be considered to join Team UCC we will need:

- An application form;
- A letter of application, to the Principal Ben Solly, in which you should outline your vision for PE and school sport and identify how your skills and experiences will enable you to successfully deliver this vision at UCC.

Completed applications should be sent to Kim Stuart-Jones (HR & Payroll Officer) via email: stuartjones_k@ucc.rutland.sch.uk

Further details about the role can be found on our website: www.uppinghamcollege.org.uk

For any further questions please contact: Kim Stuart-Jones (HR & Payroll Officer) stuartjones_k@ucc.rutland.sch.uk

Closing Date: Monday 10th May 2021 at 9am

Interviews will be held on: Friday 14th May 2021

The College is committed to safeguarding and promoting the welfare of children and all posts are subject to DBS checks.

JOB DESCRIPTION - DIRECTOR PE & SCHOOL SPORT

Job purpose

to provide highly effective leadership of the PE department, ensuring that students at Uppingham Community College receive an inspirational PE curriculum alongside an outstanding extra-curricular experience.

The postholder is responsible to the:

- Principal in all matters;
- Appointed Senior Leaders or the governors in the Principal's absence;
- Senior Leadership Coach (line manager)

The postholder is also expected to interact on a professional level in order to promote a mutual understanding of the curriculum and its impact on the College policy and practice, with the aim of improving teaching and learning within their teaching area.

The postholder provide coaching, mentoring and support as required to:

- Colleagues within the PE department
- Other colleagues across UCC as directed by the Principal

Personal characteristics:

The Director of PE & School Sport is a pivotal role at UCC. The postholder must be a role model to students and colleagues, and consistently embody the College values of *Kindness, Respect and Honesty*, alongside the following key personal characteristics:

- Integrity
- Positivity
- Reflexivity
- Self-awareness
- Empathy
- Resilience

The Director of PE & School Sport must also be self-motivated, solution focussed, highly aspirational, organised and reliable.

Strategic leadership responsibilities:

The Director of PE & School Sport is responsible for creating, leading and evaluating the UCC PE & School Sport Strategic Plan, alongside the following strategic responsibilities:

- Establish a highly aspirational, ambitious and holistic vision for PE and School Sport at UCC, creating alignment and commitment from all stakeholders;
- Create the conditions in the PE department where staff and students can thrive in their learning, development and achievement;
- Ensure the PE curriculum is ambitious, inspirational, well-sequenced, thoroughly documented and reviewed annually;
- To ensure the ethos of the PE department is developmental and holistic in its approach. The benefits of Physical Education and School Sport at UCC will be 'taught and not caught' – this post will ensure these benefits are strategically planned for so that students are able to develop essential life skills and characteristics through the PE curriculum and extra-curricular provision;
- Effective leadership of the Department Self Review (DSR) process;
- Annually writing the Department Evaluation Form as part of the DSR;
- Ensure ongoing monitoring and evaluation processes within PE are fair, accurate and developmental;
- Ensure the work-home balance for PE staff is healthy;
- Strategically plan department workload requirements so they are aligned with the UCC Workload and Wellbeing Charter expectations;
- Liaise with key external organisations relating to examinations, fixtures and local education partners;
- Effective leadership of the Personal Improvement Planning process for PE colleagues, including the 2i/c, PE teaching colleagues and the Teaching Assistant for PE;
- Support the SLT timetabler in ensuring the fair and appropriate allocation of teaching commitments across the team in order to maximise impact on student learning whilst being considerate of staff workload;
- Play an active and influential role within the Extended Leadership Team, contributing positively to key decisions within this group;
- Report to the governing body on progress against the agreed objectives within the UCC PESS Strategic Plan;
- Ensure assessment systems used within the PE department produce data that is valid, reliable, and aligned to the UCC Assessment and Reporting policy;
- Ensure the department capitation budget is planned, monitored and deployed effectively to provide students with an appropriately resourced experience in PE & School Sport;

- Utilise external funding streams to further develop the facilities and opportunities for students at UCC;
- Liaise closely with the School Games Organiser for Rutland to ensure UCC students benefit from local competitions and leadership opportunities;
- Lead effective team meetings to ensure time is used efficiently and has an impact on student progress and colleague's development;
- Liaise with the Site Manager and Health and Safety Officer to ensure PE equipment and facilities meet the required H&S standards;
- Communicate effectively with colleagues across the College;
- Coach colleagues within the department so they become incrementally more effective members of the team.

Specific responsibilities for this post:

- Leadership, oversight and responsibility for all Key Stage 4 qualifications in PE;
- Duke of Edinburgh Manager role;
- Liaison with Approved Activity Providers (AAPs) to coordinate DofE expeditions;
- Leadership of the Don Bosco sport exchange trip to Belgium biennially, along with leading the 'UK leg' of this long standing exchange every other year;
- Represent UCC at the Leicester, Leicestershire and Rutland (LRS) Heads of PE meetings;
- Coordinate and contribute to the extra-curricular programme for UCC, ensuring high levels of representation across competitions within the 'Team Leicestershire' framework;
- Coordinate the UCC Learning Enrichment Activities Guide (LEAP) annually, liaising with Heads of Department to document all of the extra-curricular provision across the College.

Generic responsibilities:

- Support the aims, ethos, vision and policies of the College;
- Develop positive working relationships across the College;
- Consistently meet all of the Teachers' Standards, modelling highly effective teaching and leadership practice for colleagues across the College;
- Monitor and maintain policies and practices which reflect the College's commitment to high achievement, and which are consistent with national and College strategies and policies;
- Contribute to whole-College development planning;
- Complete the role of Form Tutor to a high standard;
- Teach all students according to their educational needs;
- Teach a timetable of 38/50 periods per fortnight;
- Support the monitoring and evaluation of teaching and learning across the department;
- Promote a creative and collaborative working environment;
- Create, maintain and enhance effective relationships with all stakeholders;
- Ensure a working environment which pays due regard to health and safety requirements;
- Update knowledge at a subject and national level by keeping up to date on research and inspection findings and other pedagogical information;
- Keep ICT skills updated to ensure effective use of technology;
- Demonstrate commitment to own professional development;
- Demonstrate commitment to the extra-curricular life of the College;
- Attend and contribute to key stage, subject, team and full staff meetings;
- To uphold the College's Staff Code of Conduct and policies in respect of child protection and safeguarding matters;
- The post holder may be required to perform any other reasonable tasks commensurate with a teaching post and in line with the College's terms and conditions;
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- The Principal may allocate additional responsibilities to this job description, in consultation with the post holder and in line with the UCC Workload and Wellbeing Charter.
- To work within the framework of national legislation and in accordance with the provisions of College teachers pay and conditions document. In addition, the post is subject to compliance with:
 - College policies and guidelines on the curriculum and College organisation;
 - County policies;
 - The conditions of service for school teachers in England and Wales and with locally agreed conditions of employment;
 - Common core of skills and knowledge for the children's workforce.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions document.